

Adopted: September 2001 , Revised: _____**Class Title: Deputy City Auditor****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Leads and supervises staff on high risk and complex audits and investigations. Conducts financial, compliance and operational audits of city programs and activities while evaluating internal controls and accounting procedures. Assesses financial and management reports for accuracy and compliance.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Supervises staff by obtaining status of assigned responsibilities, reviewing and evaluating job performance, work papers and processes, guiding and directing assigned duties, assisting in the development of audit objectives and focus, managing staff reviews, assigning tasks and preparing reports.
2	S	Performs audits by following generally accepted government audit standards, evaluating the sufficiency of findings and recommendations, developing individual audit plans, managing fieldwork completion, and performing as auditor designee in the absence of same.
3	S	Performs administrative duties by administering City contracts and managing the office operational budget.
4	S	Performs related duties by serving as the office liaison with other agencies or departments, planning directing, coordinating and controlling the office operations, planning and organizing special analyses, surveys, studies and reviews and troubleshooting problem areas.

Adopted: September 2001 , Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience of governmental audit experience with managerial or supervisory experience.
Certifications and Other Requirements	Valid Driver's License, Certified Internal Auditor, Certified Public Accountant
Reading	Work requires the ability to read reports, city, state, and federal codes, contracts, policies and procedures, financial data and various documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as calculating statistics.
Writing	Work requires the ability to write reports, audit results and correspondences.
Managerial	Managerial responsibilities include developing, directing, and evaluating audits, conducting risk assessments and periodic reviews of internal controls.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects.

Adopted: September 2001 , Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, inter-office, supervision of staff
Sitting	O	Computer, desk work, answering telephone, meetings
Walking	O	To/from departments to obtain data, inter-office, to/from office equipment
Lifting	R	Office supplies, files, folders, reports, manuals, books
Carrying	F	Office supplies, files, folders, reports, manuals, books
Pushing/Pulling	O	Audit related obtained data
Reaching	N	
Handling	C	Office supplies, files, folders, reports, manuals, books
Fine Dexterity	C	Computer keyboard, calculator, adding machine, writing
Kneeling	R	Filing in cabinet drawers
Crouching	O	Filing in cabinet drawers
Crawling	N	
Bending	N	
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading, writing, data research, filing, supervision of staff
Hearing	C	Telephone, co-workers, staff, supervisor, various City departments or divisions, meetings
Talking	C	Telephone, co-workers, staff, supervisor, various City departments or divisions
Foot Controls	N	
Other (specify)	N	

Adopted: September 2001 , Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, laptop computer, copy machine, fax machine, telephone, calculator, adding machine, Standard Microsoft Windows and Office software, Internet/Intranet, Automated Computer Language (ACL)

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)